

# **TOWN COUNCIL AGENDA**

**The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:**

- 3) Minutes**
- 4) Check Register**
- 5) Financial Statements**

**All other items are included below.**

**Mayor**

J.R. "Rudy" Burgess

**Vice Mayor**

Ronald Coleman

**Council Members**

Beverley Dalton

Jay Higginbotham

Michael Mattox

William Ferguson

Charles Edwards

Altavista Town Council  
June 12, 2012 Regular Meeting Agenda  
7:00 p.m. - J.R. "Rudy" Burgess Town Hall

**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

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5:45 P.M. Finance Committee meeting

6:00 P.M. Council Work Session

**Regular Council Meeting (7:00 p.m.)**

- 1) **Call to Order**
- 2) **Invocation**
- 3) **Approval of Minutes – (Tab 2)**

Regular Meeting May 8th

Called Meeting May 25<sup>th</sup>

- 4) **Review of Invoices** –(Tab 3)
- 5) **Financial Statements** (Tab 4)

Revenue Report May

Expenditure Report May

Reserve Balance/Investment Report May

- 6) **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- 7) **SPECIAL ITEMS OR RECOGNITIONS** (Tab 5) (5 minutes)
- 8) **PUBLIC HEARINGS** (Tab 6) (No Public Hearings are Scheduled)



**9) STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Tab 7) (Estimated Time: 20 minutes)

- a) Council Committees
  - i) Finance Committee (Coleman)
  - ii) Police Committee (Mattox)
  - iii) Public Works Committee (Ferguson)
  - iv) Utility Committee (Dalton)
  - v) PCB Remediation Alternatives Committee (Higginbotham)
  - vi) ACTS Advisory Committee
- b) Others

**10) NEW BUSINESS** (Tab 8) (Estimated Time: 10 minutes)

- a) Altavista On Track – CDBG Loan Pool Program amendment

**11) UNFINISHED BUSINESS** (Tab 9) (Estimated Time: 10 minutes)

- a) Consideration of Adoption of FY2013 Budget and Capital Improvement Plan
- b) Consideration of Amendment of Utility (Water/Sewer) Rates for FY2013
- c) WWTP PCB Request for Proposals (RFP)

**12) MANAGER's REPORT** (Estimated Time: 5 minutes )

- a) Project Updates (Tab 10)
- b) Reports (Tab 11)
  - i) Departmental
  - ii) Others
- c) Other Items as Necessary
- d) Informational Items (Tab 12)

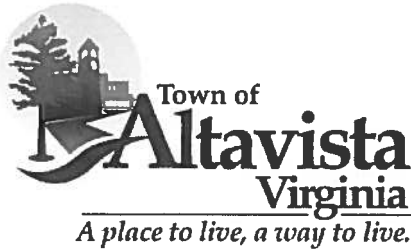
**13) Matters from Town Council**

**14) CLOSED SESSION** – If one is called, the General Statute(s) allowing the Closed Session will be cited in the motion.

**15) Adjournment**

*Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.*

*Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*



## FINANCE COMMITTEE REPORT



The Finance Committee met on Tuesday, June 5, 2012 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

I: Bedford Avenue Park wall extension request (*Action Requested*)

At last month's Council meeting, Councilman Ferguson requested that the short retaining wall on the west end of the recently renovated Bedford Avenue Park be extended from the steps to the east end of the park at Myrtle Lane. This request was referred to the Finance Committee for funding consideration. The Public Works Committee during their June 4<sup>th</sup> meeting requested staff to seek quotes for the work which based on the current unit prices for the park is estimated to be \$11,500 - \$12,000. Staff has identified several line items in the Public Works budget that could provide funding up to \$12,000. In addition, it was requested that the cost for planting the area with a ground cover rather than installing a wall be provided. Staff will seek to gather all the requested information for consideration by Council at their June 12<sup>th</sup> meeting. Possible Motion/Action will be dependent upon discussion.

II: Budget Amendments – CCUSA water purchases (*Action Requested*)

The staff presented the Finance Committee with a proposed budget amendment in regard to water purchase from CCUSA. Previously staff had received invoices from CCUSA indicating a substantially higher use of water than normal and upon investigation it was found that a phone line was damaged and created the valve to function improperly resulting in water being feed to the Town from CCUSA in a greater volume than normal. No new money is required and staff recommends that the funds can be taken from existing line items in the Water Department Budget.

**POSSIBLE MOTION/ACTION:** *"I move that the attached budget amendment for Water Purchases – CCUSA in the amount of \$5,600 be approved"*

III: No Through Trucks (*Action Requested*)

Over the past few months, Council has discussed the possibility of creating "No Through Trucks" on certain streets in Town. Due to regulation, some of the streets can be addressed under local ordinances, while others (Main Street and Bedford Avenue) would have to be addressed through the Virginia Department of Transportation (VDOT). Attached is a draft ordinance that would "prohibit trucks on certain streets in Town", at this time the only street that is being considered is the portion of Lynch Mill Road between U.S. Route 29 Bypass (town limits) and the west side of the intersection of Lynch Mill Road and Clarion Road. The

Committee recommends that Council review the draft ordinance and decide if they would like to schedule a public hearing on the matter.

**POSSIBLE MOTION/ACTION:** *"I move that the Altavista Town Council schedule a public hearing on the proposed ordinance "Section 74-310 through 311 regarding the prohibiting of trucks on certain streets in town for Tuesday, July 10, 2012 at 7:00 p.m."*

In addition, a VDOT representative is being invited to the June 12<sup>th</sup> meeting to discuss with Council the process of requesting a "No Through Truck" route on Bedford Avenue (Route 43) and the implications of such designation. Following this discussion, Council can direct staff as to whether they would like to consider conducting a public hearing to adopt a resolution requesting VDOT to consider the matter.

**POSSIBLE MOTION/ACTION:** *Per discussion.*

IV: BPOL Application/Tax deadlines (Action Requested)

The Committee considered the draft ordinance amendments to the Section 22-43 of the Town Code regarding BPOL application/tax deadline filings. The Committee recommends that the Council review the document and schedule a public hearing on the matter.

**POSSIBLE MOTION/ACTION:** *"I move that the Altavista Town Council conduct a public hearing on the proposed amendments to Section 22-43 of the Town Code on Tuesday, July 10, 2012 at 7:00 p.m."*

Members Present: Coleman, Mattox and Dalton

## BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Town Council of the Town of Altavista, Virginia, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2012.

Section 1. To amend the Enterprise Fund, the expenditures are to be changed as follows:

<u>Acct</u>			<u>Increase</u>	<u>Decrease</u>
<b>Water</b>	Water Purchases – CC	050-5001-701.30-20	\$5,600	-
<b>Water</b>	Maint. Service Contracts	050-5001-701.30-08	-	\$5,600
			<u>\$5,600</u>	<u>\$5,600</u>

### SUMMARY

The increased cost of water from CCUSA for the periods of February 29<sup>th</sup> – March 30<sup>th</sup> and March 30<sup>th</sup> – April 30<sup>th</sup> were due to a telephone line that had apparently been burned and the valve remained in the open position.

### BUDGET IMPACT

This will not result in a net increase to the budget due to the offsetting increase/decrease in existing line items.

Section 2. Copies of this budget amendment shall be furnished to the Clerk and to the Finance Director for their direction.

Adopted this 12<sup>th</sup> day of June 2012.

III

An Ordinance to add a new Article VIII, Sections 74-310 and 74-311 to Chapter 74 of the Code of the Town of Altavista, 1968, relating to regulation of trucks on certain streets in the Town.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Article VIII, Sections 74-310 and 74-311 be added to Chapter 74 of the Code of the Town of Altavista, 1968, as follows:

**Sec. 74-310. Purpose.**

The object of this ordinance is to secure and promote the safety of persons using the streets of the Town by prohibiting truck traffic on certain Town streets pursuant to the powers granted to the Town under Section 46.2-1304 of the Code of Virginia.

**Sec. 74-311. Trucks Prohibited On Certain Streets In The Town.**

A. Definitions.

"Semitrailer" means every vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests on or is carried by another vehicle.

"Tractor truck" means every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the load and weight of the vehicle attached thereto.

"Truck" means every motor vehicle designed to transport property on its own structure independent of any other vehicle and having a registered gross weight in excess of 7,500 pounds.

B. Except for the purpose of receiving loads or making deliveries on said street, trucks, tractor trucks and semitrailers shall not be used on the following streets in the Town:

1. That portion of Lynch Mill Road which lies to the east of the corporate limits of the Town and to the west of the intersection of Lynch Mill Road and Clarion Road.

2. \_\_\_\_\_(any additional streets).

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 22-43 of the Code of the Town of Altavista, 1968, relating to requirements; filing and payment of tax.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 22-43 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 22-43. Requirements; filing and payment of tax.**

(a) *Application.* Every person engaging in the town in any business, trade, profession, occupation or calling (collectively in this article "a business") as defined in this article, unless otherwise exempted by law, shall apply annually for and obtain a license for each such business if:

- (1) Such person maintains a definite place of business in the town;
- (2) Such person does not maintain a definite place of business anywhere but resides in the town; or
- (3) There is no definite place of business in the town, but such person operates amusement machines, is engaged as a peddler or itinerant merchant, or operates a carnival or circus as specified in Code of Virginia, §§ 58.1-3717, 58.1-3718, or 58.1-3728, respectively, or is a contractor subject to Code of Virginia, § 58.1-3715, or is a public service corporation subject to Code of Virginia, § 58.1-3731.

A separate license shall be required for each definite place of business and for each business. A person engaged in two or more businesses or professions carried on at the same place of business may elect to obtain one license for all such businesses and professions if all of the following criteria are satisfied:

- a. Each business or profession is subject to licensure at the location and has satisfied any requirements imposed by state law or other provisions of the ordinances of the town;
- b. All of the businesses or professions are subject to the same tax rate, or, if subject to different tax rates, the licensee agrees to be taxed on all businesses and professions at the highest rate; and
- c. The taxpayer agrees to supply such information as the assessor may require concerning the nature of the several businesses and their gross receipts.

The license application shall be on forms prescribed by the assessing official and shall require information as to the applicant's gross receipts and such other information deemed necessary by the assessing official to determine the correct amount of tax due.



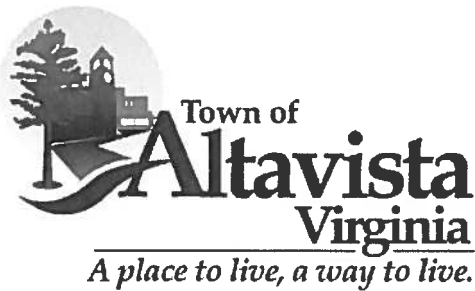
- (b) *Filing date; term of license.* Each person subject to a license tax shall apply for a license prior to beginning business if he or she was not subject to licensure in the town on or before January 1 of the license year, or no later than ~~March~~ May 1 of the current license year if he or she had been issued a license for the preceding license year. The term of the license shall begin January 1 and end December 31 of each year.
- (c) *Due date of tax.* The tax shall be paid with the application in the case of any license not based on gross receipts. If the tax is measured by the gross receipts of the business, the tax shall be paid on or before ~~March~~ May 1.
- (d) *Extensions for filing application.* The assessing official may grant an extension of time, not to exceed 90 days, in which to file an application for a license, for reasonable cause. The extension shall be conditioned upon the timely payment of a reasonable estimate of the appropriate tax; the tax is then subject to adjustment to the correct tax at the end of the extension, together with interest from the due date until the date paid and, if the estimate submitted with the extension is found to be unreasonable under the circumstances, a penalty of ten percent of the portion paid after the due date.
- (e) *Penalties.* A penalty of ten percent of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the appropriate due date. Only the late filing penalty shall be imposed by the assessing official if both the application and payment are late; however, both penalties may be assessed if the assessing official determines that the taxpayer has a history of noncompliance. In the case of an assessment of additional tax made by the assessing official, if the application and, if applicable, the return were made in good faith and the understatement of the tax was not due to any fraud, reckless or intentional disregard of the law by the taxpayer, there shall be no late payment penalty assessed with the additional tax. If any assessment of tax by the assessing official is not paid within 30 days, the treasurer or other collecting official may impose a ten percent late payment penalty. The penalties shall not be imposed, or if imposed, shall be abated by the official who assessed them, if the failure to file or pay was not the fault of the taxpayer. In order to demonstrate lack of fault, the taxpayer must show that he or she acted responsibly and that the failure was due to events beyond his or her control.
  - (1) The term "acted responsibly" means that:
    - a. The taxpayer exercised the level of reasonable care that a prudent person would exercise under the circumstances in determining the filing obligations for the business; and
    - b. The taxpayer undertook significant steps to avoid or mitigate the failure, such as requesting appropriate extensions, where applicable, attempting to prevent a foreseeable impediment, acting to remove an impediment once it occurred, and promptly rectifying a failure once the impediment was removed or the failure discovered.

- (2) The term "events beyond the taxpayer's control" includes, but is not limited to, the unavailability of records due to fire or other casualty; the unavoidable absence (e.g., due to death or serious illness) of the person with the sole responsibility for tax compliance; or the taxpayers reasonable reliance in good faith upon erroneous written information from the assessing official, who was aware of the relevant facts relating to the taxpayer's business when he or she provided the erroneous information.
- (f) *Interest.* Interest shall be charged on the late payment of the tax from the due date until the date paid without regard to fault or other reason for the late payment. Whenever an assessment of additional or omitted tax by the assessing official is found to be erroneous, all interest and any penalties charged and collected on the amount of the assessment found to be erroneous shall be refunded, together with interest on the refund from the date of payment or the due date, whichever is later. Interest shall be paid on the refund of any tax paid under this article from the date of payment or due date, whichever is later, whether attributable to an amended return or other reason. Interest on any refund shall be paid at the same rate charged under Code of Virginia, § 58.1-3916. No interest shall accrue on an adjustment of estimated tax liability to actual liability at the conclusion of a base year. No interest shall be paid on a refund or charged on a late payment, provided that the refund or the late payment is made not more than 30 days from the date of the payment that created the refund, or the due date of the tax, whichever is later.
- (g) *Willful acts.*
- (1) *Willful failure to file and obtain license.* Any such person who shall willfully fail or refuse to file a license application and obtain a license when due shall be guilty of a class 3 misdemeanor. Failure to file an application and obtain a license within 15 days after service upon such person of a written notice of the requirement to file an application and obtain such license shall constitute willful failure or refusal to so file and obtain such license.
- (2) *Willful failure or refusal to supply information; supplying false information.* Any such person who shall willfully fail or refuse to supply, when requested any information necessary to the town in order to properly assess or calculate the taxes due under the provisions of any section of this chapter or chapter 70 of this Code, or who shall make false statements with the intent to defraud in an application filed or otherwise, supply false information with such intent shall be guilty of a class 3 misdemeanor. Failure by such person to provide information necessary to the town to calculate the amount of tax due within 15 days after service upon such person, of a written notice of the requirement to do so shall constitute willful failure or refusal to do so.
- (3) *Willful violation of regulations.* Any such person who shall willfully violate any regulation promulgated by the assessing official pursuant to authority conferred by this article shall be guilty of a class 3 misdemeanor. Failure by

such person to cease and desist from such violation within 15 days after service upon such person of a written notice of the violation and the action required to comply with such regulation shall constitute willful failure or refusal to do so.

- (4) *Violation of this subsection (g) does not excuse tax.* A conviction for a violation under this subsection (g) shall not in any case relieve any such taxpayer from the payment of the tax prescribed or of the monetary penalties imposed for failure to pay such tax.

2. This Ordinance shall become effective immediately upon passage by the Council of the Town of Altavista.



Town of Altavista, Virginia  
Town Council Package

Agenda Tab: 7  
Agenda Item: 9a iii

**PUBLIC WORKS COMMITTEE REPORT**



The Public Works Committee met on Monday, June 4, 2012 to discuss items on their agenda, an update follows:

- A: Tree Request – Unopened Alley between 10<sup>th</sup> and 11<sup>th</sup> Streets: The Committee considered the request of a citizen to have the Town remove a tree that is in the right of way of the unopened alley between 10<sup>th</sup> and 11<sup>th</sup> Streets. Staff previously spoke with the individual and stated that it is primarily the Town's policy not to remove trees in the right of way unless absolutely necessary. The individual did indicate that they may petition the Town Council to abandon/close the alley at some point in the future. Based on the staff's recommendation, the Committee supported the idea that the individual could remove the tree in the unopened alley at their own expense.

MOTION: "I move that staff communicate to the property owner that they may remove the tree at their own expense."

- B: Bedford Avenue Park Request: At last month's Council meeting, Councilman Ferguson proposed that the short wall on the west end of the recently renovated Bedford Avenue Park be extended down the east side to the Myrtle Lane end of the park. Based on the current unit price, the project would cost approximately \$11,500 - \$12,000. The Committee has requested that staff seek several bids for the work and bring them to the Council meeting. It was the consensus of the Committee to install the wall. The Finance Committee will report on the funding sources, if approved.

- C: Campbell County Request – English Park mowing: Previously, Campbell County made a request of the Town of Altavista to enter into an agreement to mow/bush-hog the County's portion of English Park. This was briefly discussed during budget deliberations but not action was taken. The Public Works Committee would like to recommend that the Town agree to mowing/bush-hogging the County's portion of English Park three times a year with the County compensating the Town at a lump sum price of \$2,100.

MOTION: "I move that the Town agree to mow/bush-hog the County's portion of English Park three times per year for a lump sum cost of \$2,100 during FY2013."

### Updates:

Staff updated the Committee on the following items but no action is being requested of Council at this time:

- Drainage Issues 14<sup>th</sup> and 8<sup>th</sup> Street
  - *Will continue to monitor these issues.*
- Trade Lot Agreement
  - *PWC Chair Ferguson and the Town Manager will continue to meet with the Altavista Band Boosters in regard to updating the agreement.*
- No Through Trucks
  - *Staff updated the Committee on a recent meeting with VDOT, Dominion Power and representatives from Pittsylvania County.*
- Bedford Avenue streetlights
  - *Staff updated the Committee and gave the history of several different efforts to have streetlights installed between Beverly Heights and River Road. Staff will gather additional information and put it back on the PWC agenda for July.*
- English Park steps (leading to river)
  - *Staff will remove these steps due to their deteriorated state. If Council would like them replaced, staff will be glad to consider some alternatives.*

Members present: Ferguson, Higginbotham and Burgess



## WWTP PCB Bio-Remediation Alternatives Committee

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### UPDATE REGARDING ON-GOING ACTIVITIES:

- Dr. Licht was on site May 29<sup>th</sup> , 30<sup>th</sup> and 31<sup>st</sup> for implementation of the ETCap “Field Pilot Study” at the WWTP Emergency Overflow Pond.
- Dr. Sower’s is tentatively scheduled to be on site the week of June 18<sup>th</sup> to implement the Sedimite® “Field Pilot Study” at the WWTP Emergency Overflow Pond.

An additional update may be provided at the meeting.



# Town of Altavista

## Town Council Meeting Agenda Form

Meeting Date: June 12, 2012

Town Clerk's Office Use:

**Agenda Item #: 10a**

**Attachment #: 8**

### Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: CDBG Loan Pool Program Amendment**

**Presenter(s): Altavista On Track (AOT)**

### SUBJECT HIGHLIGHTS

Herb Miller, an AOT Board Member, has asked to be put on the agenda to discuss possible changes to the Loan Pool Program that was put into place as part of the Town's Community Development Block Grant project. Attached is a letter to the Town regarding the proposed changes; maps of proposed district changes; and the original program design with the proposed text change on the last page.

The proposed changes will allow AOT to continue with a loan program. The loan program as proposed would become a 50/50 matching program and area would be expanded to include the defined Altavista Downtown Central Business District.

### Staff recommendation, if applicable:

Approval of the proposed changes to the text and the district.

### Action(s) requested or suggested motion(s):

*"I move that the proposed changes to the "Zero-Interest Loan" Program design and the district area be approved."*

### Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in order they appear in the packet: AOT Correspondence; Maps (CDBG Project Area and Downtown Central Business District); and Original Program Design with Proposed Amendment (last page).



# Altavista On Track

A VIRGINIA MAIN STREET COMMUNITY

June 8, 2012

Mr. Waverly Coggsdale III  
Manager, Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA 24517

Re: Zero-Interest Loan Program

Dear Mr. Coggsdale:

Altavista on Track (AOT) is prepared to implement the "Zero-Interest Loan" Program as program manager in coordination with the Town of Altavista. The program was previously established by the town during the time that the CDBG program was in effect. As you are aware, the CDBG program was closed out in August 2011. As a result of that program however, the Town was left with \$49,893.65 to use in perpetuity in a locally run program. AOT is prepared to implement the same program utilizing the same program guidelines with two changes. The first of the changes would be to make the program a 50/50 matching program. The second change is to add to the original designated district (commercial properties located in the CDBG Project Area of the Town of Altavista – Map A) to include the entire Town of Altavista Downtown Central Business District – Map B.

I have attached a copy of the original program guidelines along with the changes that we are requesting. I would be happy to meet with you or council members to discuss the implementation and management of this program. We look forward to working with business and property owners within the expanded area of this request in the revitalization of the Town of Altavista Downtown Central Business District.

We appreciate the council's continued interest and support of Altavista on Track.

Sincerely,

William A. Smith  
President, Altavista on Track

4 Enclosures

PO Box 283

Altavista, VA 24517

Phone: (434) 944-5530

Fax: (434) 309-2699

Email: [altavistaontrack@embarqmail.com](mailto:altavistaontrack@embarqmail.com)

Website: [altavistaontrack.com](http://altavistaontrack.com)

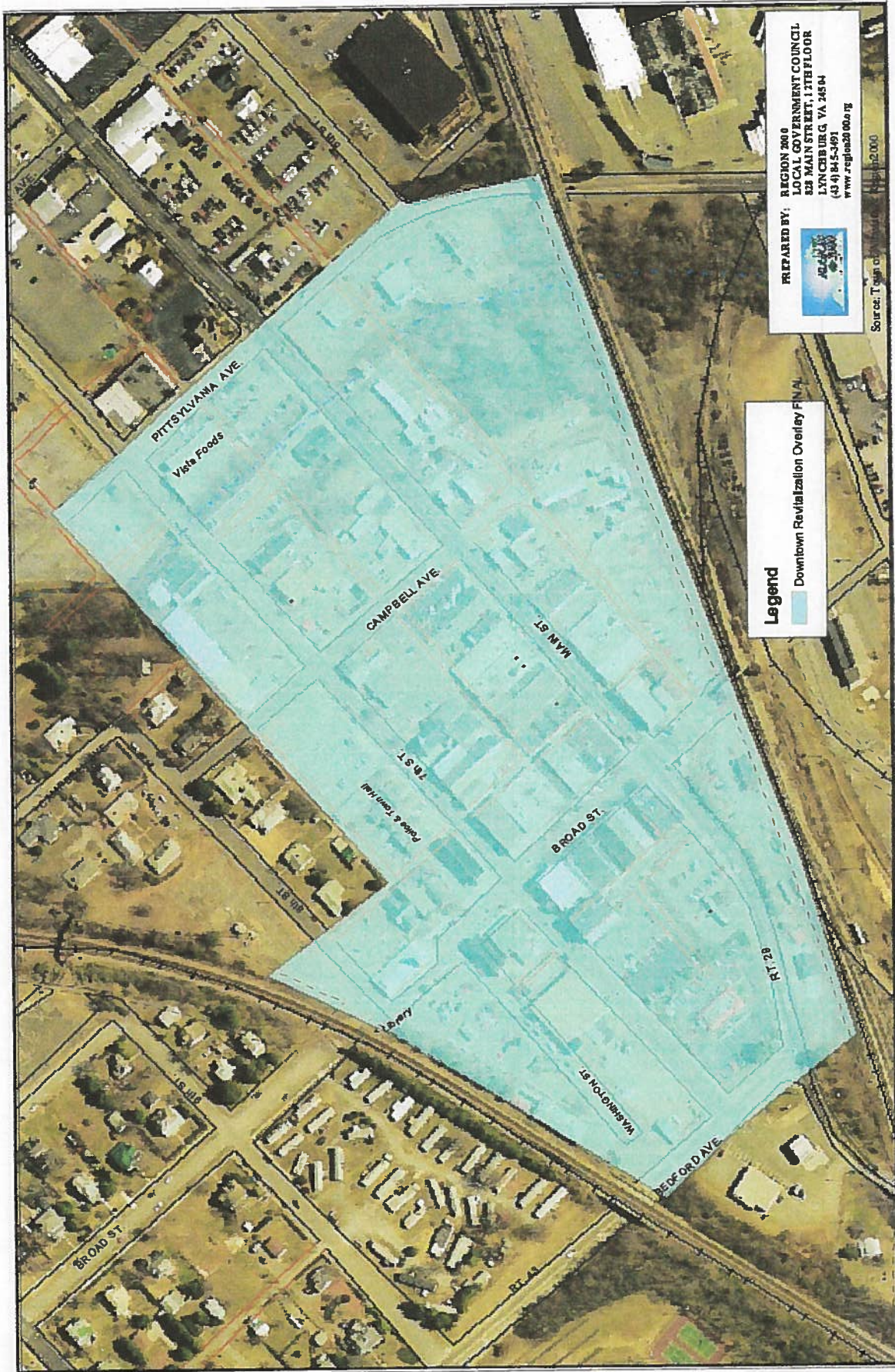
Map A – CDBG Project Area

Map B – Town of Altavista Downtown Central Business District

Original Zero-Interest Loan Pool Program Design approved in May 2009

Proposed Amendment to original program design











# **ALTAVISTA DOWNTOWN REVITALIZATION PROJECT**

## **ZERO-INTEREST LOAN POOL PROGRAM DESIGN**

*Town of Altavista Virginia*

Draft 6 May 2009

Draft 7 May 2009

Adopted 12 May 2009

Amended 17 February 2011



### **PROJECT CONTACTS**

**Waverly Coggsdale, Town Manager**

Town of Altavista

510 7<sup>th</sup> Street, Altavista, VA 24517

434-369-5001 [jwcoggsdale@ci.altavista.va.us](mailto:jwcoggsdale@ci.altavista.va.us)

**Scott Smith, Project Manager**

Region 2000 Local Government Council

828 Main Street, 12<sup>th</sup> Floor, Lynchburg, VA 24504

Office: 434-845-3491    Mobile: 434-401-3995    [ssmith@region2000.org](mailto:ssmith@region2000.org)

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### **I. PROGRAM GOAL**

The Town of Altavista will provide financial assistance to commercial building property owners who wish to rehabilitate their buildings utilizing Town of Altavista Building Improvement Program (BIP) and Community Development Block Grant Façade Rehabilitation Grant funds. The purpose of the loan program described herein is to provide assistance to property owners in meeting their private investment match requirement through the availability of zero-interest loan funds.

### **II. PROGRAM GUIDELINES**

The Town of Altavista is dedicating \$50,000 of CDBG funds to this loan pool.

Property owners may apply for up to \$10,000 (per person, not per building) in order to help meet their match requirement. Funds will be available on a first-come, first-served basis. Application for these funds will be made through the Façade Improvement Program Application Form.

These funds must be repaid monthly within 5 years (60 months), at zero percent interest. There are no penalties for early repayment.

A deed of trust in the amount of the loan will be placed on the building that is receiving improvements funded by the loan. This deed of trust is not transferrable. If the property is sold before the deed of trust has been satisfied, the unpaid portion must be paid immediately. The trustee is the Town of Altavista.

First National Bank (of Altavista) will assist the Town of Altavista in administering the loan pool. While loan capital will be issued by the Town of Altavista as part of its CDBG funds, First National will manage the administration of the loan. Loan recipients will be issued a payment book, and may make monthly payments at any First National location.

If a loan payment is thirty (30) days late, First National will send the property owner one reminder note. If the payment has not been made in fifteen (15) days after the issuance of

the reminder letter, First National will notify the Town of Altavista and the Rehabilitation Board that the loan is 45 days late. The Rehabilitation Board will take necessary action to ensure that the payment is made, and that the loan is current.

Up to one (1) payment per year during the life of the loan may be deferred to the back of the loan.

### **III. LOAN PROGRAM OVERSIGHT AND PROGRAM STAFF**

The Town of Altavista Zero-Interest Loan Program will be implemented by the following positions:

#### **Project Manager**

The Project Manager for the Altavista Downtown Revitalization Project, Scott Smith, is designated as the CDBG Loan Pool Program Project Manager and will be responsible for the overall implementation and management of the program.

The Project Manager will screen initial applicants, complete application intake, file management, and report to the Rehabilitation Board.

#### **Rehabilitation Board**

The Board's primary responsibility is to review and implement the Program Design. Duties of the Rehab Board include the development and adoption of the Rehabilitation Board by-laws; monitoring of staff and consultant work performance; approval of contractors qualified to submit bids for storefront, housing rehab and adaptive use work; approval of applicants for improvement assistance; approval of bids and contracts for work performed; review of the approved Program Income Plan; and, resolution of complaints and disputes.

#### **Continuation of Plan after Project Close-Out**

After the close-out of the CDBG Project (estimated to occur in 2011), the duties of the Project Manager will transfer to the Executive Director of Altavista on Track, the Town of Altavista's Virginia Main Street Program coordinating organization. Altavista on Track will assume the role of the Rehabilitation Board.

As loan payments are made and the \$50,000 loan pool begins to refill, Altavista on Track shall make additional 5 year loans available on a revolving basis. The repayments of this loan principle will be treated as CDBG "Program Income" and will be used in a manner consistent with the Town of Altavista's Program Income Plan. It is the intent of this program that the loan pool remains active within the Town of Altavista in perpetuity.

Loans issued subsequent to the initial round may be subject to modest service fees (as per the current edition of the Virginia Department of Housing & Community Development

CDBG Manual) to help Altavista on Track and/or First National Bank defray administrative costs.

#### **IV. ELIGIBLE AREA**

The project service area is comprised of commercial properties located in the CDBG Project Area of the Town of Altavista. Please refer to Attachment A for a map of the eligible area.

#### **IX. PROGRAM DESIGN AMENDMENTS**

During the implementation of the Loan Pool Program, Town staff responsible for the project may find it necessary to make minor changes and refinements as the program proceeds. If a major alteration to the program design is deemed necessary to better achieve the intent of the program, the staff will provide the proposed changes to the Rehabilitation Board and Town Council for consideration and adoption. Items constituting major change in the program would include modification of the types of assistance to be provided or the eligibility criteria for assistance. Any major changes will also be submitted to VDHCD for review and approval before submission to the Rehabilitation Board and Town Council.

The Loan Pool Program Design has been reviewed and approved by the Town Council for the Town of Altavista on 12 May 2009.

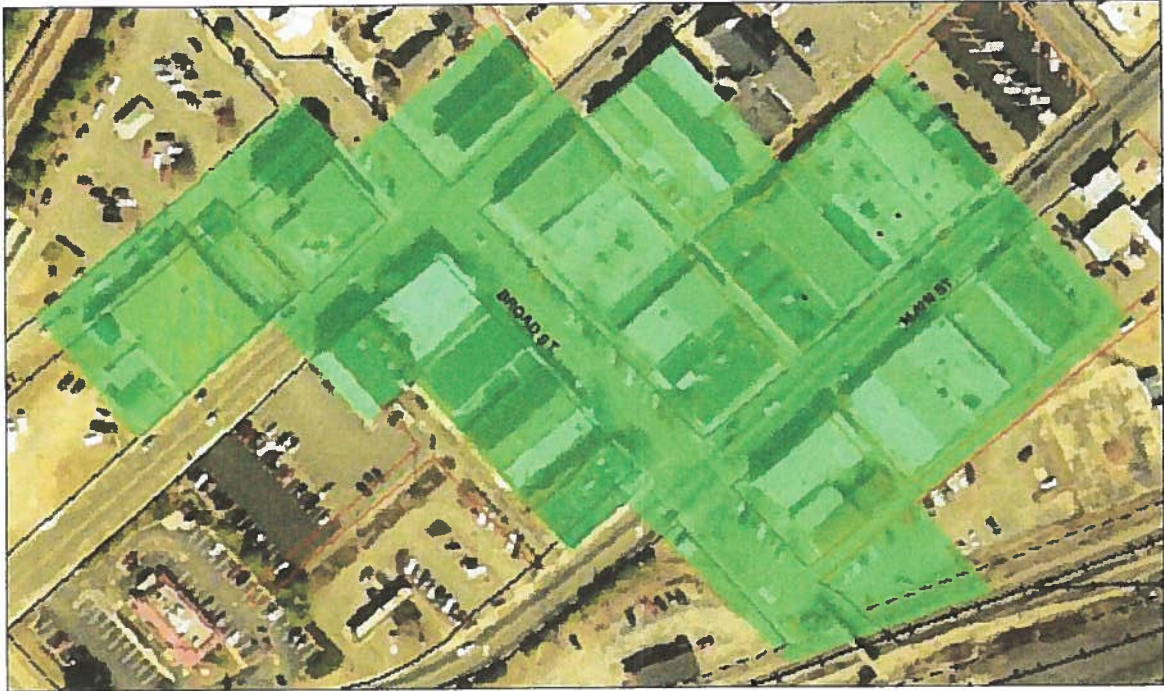
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J. Waverly Coggsdale, III Town Manager  
Town of Altavista, Virginia

---

Date

## Appendix II: PROJECT AREA MAP





**Amendment 15 June 2012**  
**Town of Altavista CDBG Program Income Plan**

Following the close of the active 2009-2011 Downtown CDBG Project, any program income received is termed "inactive program income." Any funds recaptured as a result of a default or payoff of a **Façade Improvement Grant** (matching deferred loan) will be used to further fund the Downtown Revolving Loan Pool. In the case that the monies are re-offered as loans, the loans are to be based on a 50/50 match, and shall be awarded in a manner consistent with an existing loan program that is already in place, if any, or with a loan program designed for the occasion. Any funds recaptured as a result of a default or payoff of a loan with the **Zero Interest Loan Program** shall be used to recapitalize the Downtown Revolving Loan Pool. Any funds recaptured as a result of a default or payoff of an **Upper Story Housing Grant** shall be used to fund the creation or rehabilitation of additional upper story housing units in mixed-use buildings (in compliance with current DHCD housing rehabilitation guidelines) through secured grants. **In all three above cases, eligible properties shall be non-governmental buildings within the boundaries of the Town of Altavista Downtown Central Business District or its current equivalent.**

\_\_\_\_\_  
**J. Waverly Coggsdale, III, Town Manager**  
**Town of Altavista**

\_\_\_\_\_  
**Date**



# Town of Altavista Town Council Meeting Agenda Form

Town Clerk's Office Use:

**Agenda Item #:** 11a

**Tab #:** 9

Meeting Date: June 12, 2012

## Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** Adoption of FY2013 Budget and Capital Improvement Plan

**Presenter(s):** None

## SUBJECT HIGHLIGHTS

Last month, Town Council conducted the required Public Hearing on the FY2013 Budget and Capital Improvement Program (CIP). Staff was directed to make the required changes in regard to recently adopted Virginia Retirement System (VRS) modifications. Attached is a synopsis of the FY2013 Budget and Capital Improvement Program (CIP), the Personal Property Tax Relief Act resolution and the Town's Tax Rates.

## Staff recommendation, if applicable:

Adopt the FY2013 Budget and CIP; Adopt the PPTRA Resolution and Adopt the Tax Rates for FY2013.

## Action(s) requested or suggested motion(s):

Motion to adopt the FY2013 Budget: *"I move that the FY2012 Budget in the amount of \$9,549,030 be adopted and the funds be appropriated."*

Motion to adopt the FY2013-2017 Capital Improvement Program: *"I move that the Capital Improvement Program for FY2013 – 2017 be approved."*

Motion to adopt the PPTRA Resolution: *"I move that the PPTRA resolution setting the tax relief at 61% be adopted."*

Motion to set the Tax Rates: *"I move that the Tax Rates for the Town of Altavista be adopted, as unchanged for FY 2013".*

## Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: **Budget and Capital Improvement Program Synopsis with Tax Rates; Revenues; Expenditures; and PPTRA Resolution**

## **FY2013 PROPOSED BUDGET OVERVIEW**

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**Total Expenditures:** \$9,549,030

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**Total Revenue:** \$ 8,926,450  
**Transfer from Reserves:** \$ 622,580  
**TOTAL:** \$ 9,549,030

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**Real Estate Rate:** \$0.16 per \$100 of assessed value

**Personal Property Rate:** \$2.00 per \$100 of assessed value

**PPTRA:** \$500 or less assessed value – 100% tax relief  
\$501 to \$10,000 assessed value – 61% tax relief  
\$10,001 or more – 61% of tax relief on the first \$10,000 of assessed value

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### **Capital Improvement Program**

FY2013 Expenditures: \$3,796,750 (included in FY2013 Budget)  
FY2014-2017 Expenditures: \$2,740,700

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Town of Altavista  
General Fund Revenue  
FY2013 BUDGET - DRAFT

**Town of Altavista**  
**FY2013 Revenue - Draft Budget**  
**General Fund**

<b>General Fund Revenue</b>	<b>FY2013 <u>Estimate</u></b>
Property Taxes - Real Property	420,000
Public Service - Real & Personal	65,000
Personal Property	195,000
Personal Property - PPTRA	100,000
Machinery & Tools	1,460,000
Mobile Homes - Current	500
Penalties - All Taxes	5,000
Interest - All Taxes	2,000
Local Sales & Use Taxes	120,000
Local Electric and Gas Taxes	100,000
Local Motor Vehicle License Tax	41,000
Local Bank Stock Taxes	160,000
Local Hotel & Motel Taxes	50,000
Local Meal Taxes	610,000
Audit Revenue	3,500
Container Rental Fees	1,200
Communications Tax	35,000
Transit Passenger Revenue	3,000
Business License Fees/Contractors	9,000
Business License Fees/Retail Services	110,000
Business License Fees/Financial/RE/Prof.	8,000
Business License Fees/Repairs & Person Svcs	15,000
Business License Fees/Wholesale Businesses	1,500
Business License Fees/Utilities	8,000
Business License Fees/Hotels	1,300
Permits - Sign	1,000
Fines & Forfeitures - Court	8,000
Parking Fines	200

Town of Altavista  
General Fund Revenue  
FY2013 BUDGET - DRAFT

**General Fund Revenue (Continued)**

**FY2013  
Estimate**

Interest and Interest Income	15,000
Rents - Rental of General Property	600
Rents - Rental of Real Property	40,000
Property Maintenance Enforcement	0
Railroad Rolling Stock Taxes	15,700
State DCJS Grant	80,000
State Rental Taxes	1,100
State/Misc. Grants (Fire Grant)	8,000
State/VDOT Contract Services	3,000
VDOT Police Grant for Overtime	8,100
State Transit Revenue	11,800
Campbell County Grants	55,000
Litter Grant	1,600
Fuel - Fire Dept. (Paid by CC)	5,400
VDOT TEA 21 Grant	900,000
VDOT LAP Funding	970,000
Federal Transit Revenue	63,300
Federal/Byrne Justice Grant	5,000
Federal/Bullet Proof Vest Partnership Grant	2,000
Misc. - Sale of Supplies & Materials	10,000
Misc. - Cash Discounts	200
Miscellaneous	10,000
Transfer In from General Fund (C.I.P.)	54,000
Transfer in from Library Fund	0
Transfer in from Community Improvement Fund	0
Transfer In from General Fund Design. Reserves	224,100
Transfer In from Water & Sewer	0
	<b><u>6,017,100</u></b>

Town of Altavista  
Enterprise Fund Revenue  
FY2012 BUDGET - ADOPTED

**Town of Altavista**  
**FY2013 REVENUE - PROPOSED**  
**Enterprise Fund**

<b>Enterprise Fund Revenue</b>	<b>FY2013 <u>PROPOSED</u></b>
Interest/Interest Income	3,000
Water Charges - Industrial	827,400
Water Charges - Business/Residential	220,500
Water Charges - Outside Community	141,750
Water Charges - Water Connection Fees	1,000
Sewer Charges - Industrial	1,100,000
Sewer Charges - Business/Residential	220,000
Sewer Charges - Outside Community	1,800
Sewer Charges - Sewer Connection Fees	4,000
Sewer Charges - Sewer Surcharges	45,000
Charges for Service - Water/Sewer Penalties	3,200
Misc. Cash Discounts	200
Miscellaneous	25,000
State Fluoride Grant	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>2,592,850</u></b>
Transfer In from Fund 50 (CIP Designated Res)	344,480
Transfer In from Reserves (DEBT PAYOFF)	0
Transfer in From General Fund	<u>551,270</u>
<b>ENTERPRISE FUND - REVENUE With Transfers:</b>	<b><u>3,488,600</u></b>

Town of Altavista  
State/Highway Reimbursement and Cemetery Revenues  
FY2013 BUDGET - DRAFT

<b>State/Highway Reimbursement Fund - Fund 20</b>	<b>FY2013 <u>REQUESTED</u></b>
<b>REVENUE</b>	
Street & Highway Maintenance	570,000
Street & Highway Maintenance/Carry Over	
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>570,000</u></b>

<b>Cemetery Fund - Fund 90</b>	<b>FY2013 <u>REQUESTED</u></b>
<b>REVENUE</b>	
Permits/Burials	15,000
Interest/Interest Income	1,600
Miscellaneous/Sale of Real Estate	8,000
Miscellaneous/Misc.	0
Transfer In From General Fund	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>49,600</u></b>

## **FY2013 REVENUES - SUMMARY**

Gerneral Fund Revenues	\$	6,017,100
Enterprise Fund Revenues	\$	2,592,850
Transfer from Enterprise Fund Reserve	\$	344,480
State/Highway Fund Revenues	\$	570,000
Cemetery Fund Revenues	\$	24,600

**REVENUE - GRAND TOTAL:**

<b>\$</b>	<b>9,549,030</b>
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Town of Altavista  
Fund Expenditure Totals  
FY2013 BUDGET - DRAFT

<b>GENERAL FUND (FUND 10)</b>	<b>FY2013 <u>REQUESTED</u></b>
Administration	
Operations	737,900
Debt Service	0
CIP	<u>16,000</u>
Administration - TOTAL:	<u>753,900</u>
Non-Departmental	
Operations	949,370
Transfer Out to Cemetery Fund	-25,000
Transfer Out to Enterprise Fund	-551,270
Transfer Out to Library Fund	
Transfer Out to General Fund Reserve	
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>
Operartions w/o Transfers Out	<u>308,100</u>
Debt Service	56,600
CIP	<u>2,001,000</u>
Non-Departmental - Subtotal:	
Non-Departmental - TOTAL:	<u>2,365,700</u>
Public Safety	
Operations	953,780
Debt Service	0
CIP	<u>44,050</u>
Public Safety - TOTAL:	<u>997,830</u>
Public Works	
Operations	938,700
Debt Service	0
CIP	<u>101,400</u>
Public Works - TOTAL:	<u>1,040,100</u>
Economic Development	
Operations	106,700
Debt Service	0
CIP	<u>0</u>
Economic Development - TOTAL:	<u>106,700</u>

Town of Altavista  
Fund Expenditure Totals  
FY2013 BUDGET - DRAFT

Transit System	
Operations	81,600
Debt Service	0
CIP	<u>30,000</u>
Transit System - TOTAL:	<u>111,600</u>

GENERAL FUND TOTALS	
Operations	3,126,780
Debt Service	56,600
CIP	<u>2,192,450</u>
GENERAL FUND - GRAND TOTAL:	<u>5,375,830</u>

	FY2013 <u>REQUESTED</u>
ENTERPRISE FUND (FUND 50)	
Water Department	
Operations	890,600
Debt Service	0
CIP	<u>572,000</u>
Water Department - TOTAL:	<u>1,462,600</u>
Wastewater Department	
Operations	1,143,700
Debt Service	0
CIP	<u>882,300</u>
Wastewater Department - TOTAL:	<u>2,026,000</u>
ENTERPRISE FUND TOTAL	
Operations	2,034,300
Debt Service	0
CIP	<u>1,454,300</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>3,488,600</u>

	FY2013 <u>REQUESTED</u>
State/Hwy Reimbursement Fund (Fund 20)	
Operations	420,000
CIP	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>

Town of Altavista  
Fund Expenditure Totals  
FY2013 BUDGET - DRAFT

Cemetery Fund - Fund 90		FY2013 <u>REQUESTED</u>
Operations		
Cemetery - Operations - Total:		30,700
Transfer Out - Cemetery Reserve		<u>18,900</u>
Cemetery Fund - TOTAL:		<u>49,600</u>
		FY2013 <u>REQUESTED</u>
ALL FUNDS TOTAL		
Operations		5,611,780
Debt Service		56,600
CIP		3,796,750
Grants		0
Transfer Out to General Fund Reserve (Fire Dept.)		65,000
Transfer Out to Cemetery Reserve		<u>18,900</u>
ALL FUNDS - GRAND TOTAL:		<u>9,549,030</u>

# **PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2012**

## **Altavista, Virginia**

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2012, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 61% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 61% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years expired on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.



# Town of Altavista

## Town Council Meeting Agenda Form

Meeting Date: June 12, 2012

Town Clerk's Office Use:

**Agenda Item #:** 11b

**Tab #:** 9

### Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title:** Adoption of Utility Rate Changes for FY2013

**Presenter(s):** None

### SUBJECT HIGHLIGHTS

Last month, Town Council conducted the required Public Hearing on the proposed Utility Rate changes, a five percent (5%) increase for FY2013. Attached are the required amendments to the Town Code related to the proposed changes.

Water Rates (per 1,000 gallons):

Residential & Commercial  
(Includes churches & schools)

Current: \$1.80 Proposed: \$1.89

Industrial:  
(Includes Commercial over 25,000 gallons)

Current: \$1.76 Proposed: \$1.85

Sewer Rates (based on 85% of metered water per 1,000 gallons)

Residential & Commercial, under 25,000 gallons

Current: \$2.52 Proposed: \$2.65

Industrial

Current \$2.58 Proposed: \$2.71

### Recommendations, if applicable:

#### Staff recommendation, if applicable:

Adopt the Proposed Rate Increases effective with the FY2013 Budget

#### Action(s) requested or suggested motion(s):

Motion to adopt the Proposed Utility Rates, as amended in Section 78-85 (e) and (f) of the Town Code, effective July 1, 2012.

### Staff Review Record

Are there exhibits for this agenda item? **Yes**

List them in order they appear in the packet: **Town Code (Section 78-85 (e) and (f) regarding Water and Sewer Rates**

The following Town Code Sections would be amended:

Sec. 78-85 (e) *Water rates inside corporate limits.* The rates for water furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)  
Minimum charges based on 5,000 gallons, at current rate per 1,000 gallons  
Over 5,000 gallons (per 1,000 gallons) .....~~\$1.80~~ 1.89
- (2) Schools: (quarterly billing)  
Straight per 1,000 billing.....~~\$1.80~~ 1.89
- (3) Industrial and commercial: more than 25,000 gallons per month, billed monthly  
Commercial straight per 1,000 gallons.....~~\$1.80~~ 1.89  
Industrial straight per 1,000 gallons.....~~\$1.76~~ 1.85

Sec. 78-85 (f) *Sewer rates inside corporate limits.* The rate for sewer furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)  
Under 25,000 gallons per 1,000 gallons, based on 85 percent of metered  
water.....~~\$ 2.52~~ 2.65  
More than 25,000 gallons per month, billed monthly
- (2) Minimum charge, per billing period.....\$5.00
- (3) Industrial:  
25,000 gallons and over, billed monthly  
Per 1,000 gallons based on a fixed percentage to the metered water to be agreed upon by the town  
and industry.....~~\$ 2.58~~ 2.71

Under special permission granted under section 78-183, sewer connections where no water connection exists, the rate of sewer service shall be the sum of the current minimum charge for water and the current minimum charge for sewer per quarter.



# Town of Altavista

## Town Council Meeting Agenda Form

Town Clerk's Office Use:

**Agenda Item #: 11c**

**Attachment #: 9**

Meeting Date: June 12, 2012

### Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: WWTP PCB Request for Proposals**

**Presenter(s): Town Manager**

### SUBJECT HIGHLIGHTS

Last month, at a Called Council meeting discussion was held on the "draft" Request for Proposal (RFP) for remediation options for the WWTP Emergency Overflow Pond PCB Impacted Bio-solids Remediation. Staff has discussed the concerns that were raised by Council with the consultant.

Based on the range of comments and complexity of this document, staff recommends that Town Council schedule a work session (approximately 2 – 3 hours) with the consultant. This work session would allow a dialogue between the two parties and hopefully lead to the creation of a satisfactory document. Otherwise, staff will need direction as to the RFP.

### Staff recommendation, if applicable:

Schedule a work session with the consultant to review/refine the document.

### Action(s) requested or suggested motion(s):

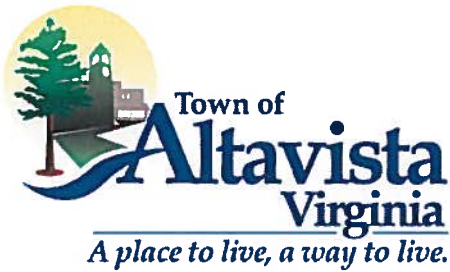
"I move that the Town Council conduct a work session on \_\_\_\_\_ (DATE/TIME) to review the WWTP EOP Request for Proposals for PCB Impacted Bio-solids Remediation.

### Staff Review Record

Are there exhibits for this agenda item? **NO**

List them in order they appear in the packet:





## **PROJECT UPDATE – For Month of May 2012**

### **VDOT Enhancement Project and Downtown Utility Replacement Project**

- Work Session with Council to be held on Tuesday, June 12<sup>th</sup> at 6:00 p.m.

### **Pittsylvania Avenue Intersection Improvements**

- Received agreement from VDOT making this a “locally administered project”
- Wiley Wilson has begun the coordination of the design with the Town’s Infrastructure and Streetscape Project design.
- Continuing to work with Wiley Wilson and VDOT in moving the project toward a bid date (estimated Fall 2012)
- Federal Authorization received. VDOT is working on the Right of Way Acquisition Phase.
- VDOT is negotiating with property owners for right of way.

### **WWTP Emergency Overflow Pond**

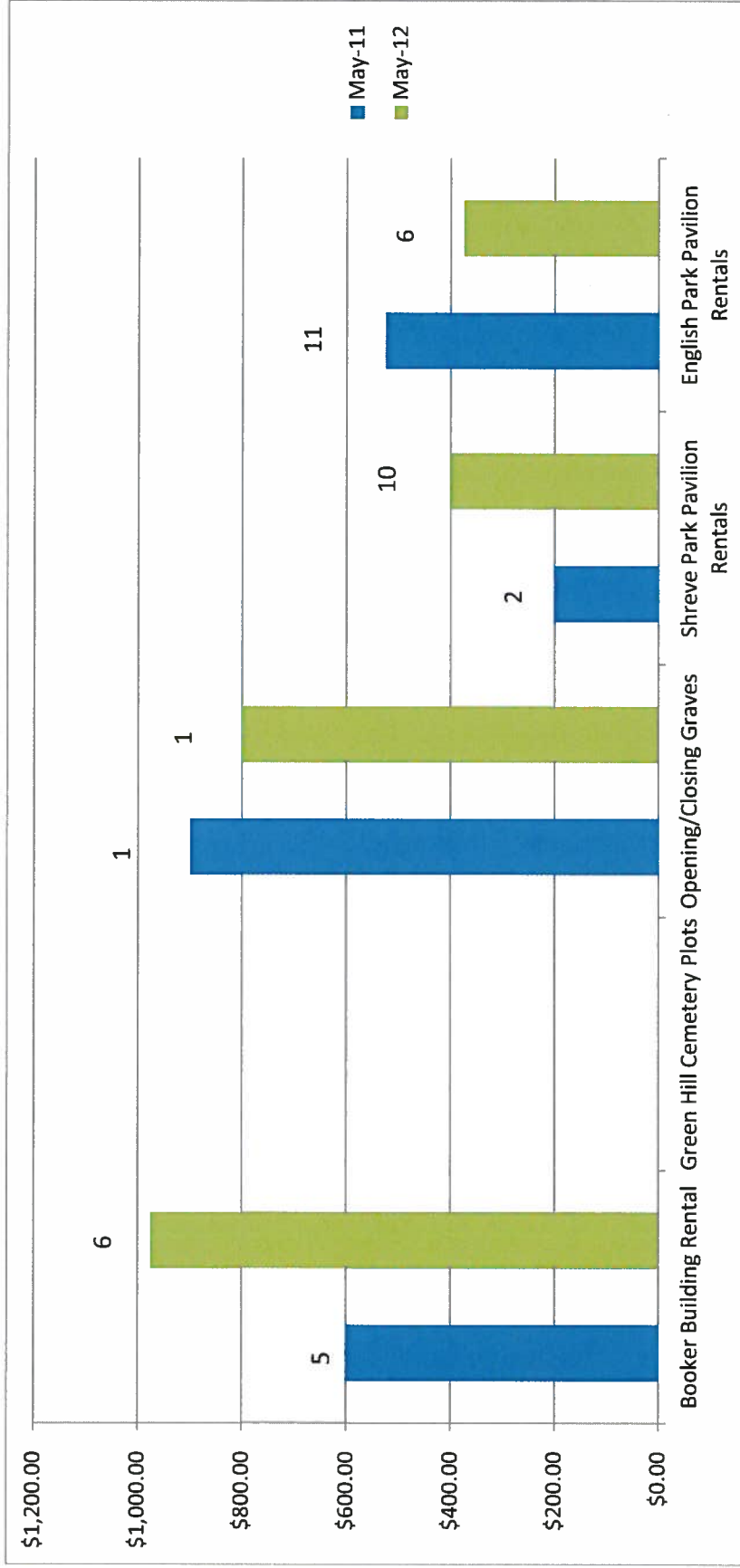
- Dr. Licht has implemented his Pilot Field Study for Phytoremediation.
- Dr. Sower’s is scheduled to be on site the week of June 18<sup>th</sup> to implement his Pilot Field Study for SediMite®.
- Staff working with EEE regarding development of RFP for Remediation. Staff is requesting a Work Session with Council and Consultant.

### **Bedford Avenue Park Improvements**

- Contractor’s portion of the work is complete.
- Playground equipment is schedule for installation the week of June 18<sup>th</sup>.
- Council considering inclusion of additional short wall on west end of park parallel to Bedford Avenue.

### **Town web site update**

- The Town’s new web site is “live” at [www.altavistava.gov](http://www.altavistava.gov).
- Staff is being trained on the maintenance of the site.



# Town of Altavista

## Monthly Business Activity Report

5/31/2012

### OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
Michele Dionisio	614 7th St	InTown Enterprises	antique	30-0510982	23-May-12
		dba Mad Biddys			

### CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Federal Id or SSN	Close Date

## Monthly Report to Council

**Date:** June 12, 2012  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** May 2012 Activity

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### 1. **Zoning/Code Related Matters:**

1-May	025-12	Shirley Nichols, 402 Westwood Dr., Altavista	Enclose 4x6' stoop at this location
1-May	026-12	Marc Kessler, Lynchburg VA	Re-open car wash- Cardinal Car Wash, 621 Main
7-May	027-12	In Town Enterprises, P.O. Box 47, Altavista	New Business, MAD Biddys, 614 7th Street
7-May	046-12	1st National Bank, P.O. Box 29, Altavista	Temporary business site- 1301 J Main St.
4-May	028-12	Thomas Rosak, 327 11th St., Altavista	Renovations at 708 13th Street
7-May	029-12	Billy Myers, 4381 Wards Rd, Hurt VA	Replace 8'x10' metal building at 806 7th Street
1-May	030-12	John Tomlin, PW 3rd Street, Altavista	Renovations at 1311 3rd Street
3-May	031-12	Gwen Callahan, 117 Ridgeview Rd. Hurt VA	New business at 1011 B Main Street- Attic 2
3-May	066-11	Phillip Petty, 4939 Level Rn Rd., Hurt,VA	Updated permit for business at 1014 Main- MS Buffet

- Multiple grass notices sent
- Nuisance intent letter sent to owner and resident of property on Novelty St.

### 2. **Site Plans Reviewed and/or Approved:**

- Reviewed and approved subdivision of Parcel 83A-21100-5, owned by English, Inc. This parcel contained multiple apartment complexes and 1 unit was separated to a standalone 1+ acre lot.

### 3. **Planning Commission (PC) Related:**

- Edited minutes from March meeting.
- Prepared packets for May meeting.
- Note: No June meeting held

### 4. **AOT Related**

- Attended May board meeting
- Worked on guidelines and documents to continue no interest loan program that was part of the CDBG

### 5. **ACTS Relate**

- Completed April billing for operations.
- Validated daily ridership and revenue for bus system- May- total of 1,028 riders, \$472.00 in revenue and 4,010 miles traveled.
- Completed online April monthly reporting to DRPT as required

- Staff /training for wheel chair client for all bus drivers
- Completed grant application to Wal-Mart for their community grant program. Requested \$2,500 and received \$1,000 to go towards town match for ACTS operations.
- Met with Councilman Neal to discuss ACTS going to medical center and requested that he bring this back to the Hurt Town Council.
- Interview with Mark Thomas regarding article on 'free fares' for the ACTS bus system.

**6. Projects and Administrative Related:**

- Updated GIC as needed
- Certified monthly payroll bank statements
- Completed work with Lynn Kirby for new web site
- Provided information to Campbell County regarding the Town's recycling program
- Attended Town Council meeting
- Staffed BZA hearing for variance request submitted by Curtis Thornhill. The request was to allow a portion of a garage that he had constructed on his property to be in front of the main structure (house). The variance was granted on a 4-1 vote of the BZA.
- Attended regional staff planners' luncheon in Lynchburg.



## **MONTHLY POLICE REPORT SYNOPSIS**

### **MONTH OF MAY, 2012**

**CRIME STATISTICS**       -       May 1, 2012 thru May 31, 2012

#### ***Crimes Against Persons***

For the Month of May, the Town of Altavista Community experienced 8 incidents or a 100 % increase of Crimes Against Persons compared to 4 incidents last year during the same time duration.

- 1       Forcible Fondling
- 6       Simple Assault
- 1       Statutory Rape

#### ***Property Crimes***

For the Month of May, the Town of Altavista Community experienced 8 incidents or a -27.27 % decrease of Property Crimes compared to 11 incidents last year during the same time duration.

- 2       Destruction/ Damage/ Vandalism of Property
- 5       Shoplifting
- 1       All Other Larceny

#### ***Quality of Life Crimes***

For the month of May, the Town of Altavista Community experienced 14 incidents or a 16.67 % increase of Quality of Life Crimes compared to 12 incidents last year during the same time duration.

- 1       Drug Equipment Violations
- 2       Drunkenness
- 11      All Other Offenses



**CRIME STATISTICS** - January 1, 2012 thru May 31, 2012 Y.T.D.

Year to date, the Town of Altavista experienced 23 incidents or a 4.55 % increase of Crimes Against Persons compared to 22 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Sexual Assault with Object
- 1 Forcible Fondling
- 3 Aggravated Assault
- 16 Simple Assaults
- 1 Statutory Rape

Year to date, the Town of Altavista experienced 31 incidents or a 63.10 % decrease of Property Crimes compared to 84 incidents last year during the same time duration.

- 4 Burglary/ B& E
- 1 Embezzlement
- 13 Shoplifting
- 2 Theft from Coin Operated Machine
- 5 All other Larcenies
- 1 Motor Vehicle Theft
- 1 Counterfeiting/ Forgery
- 4 Destruction/ Vandalisms

Year to date, the Town of Altavista experienced 67 incidents or a 11.84 % decrease of Quality of Life Crimes compared to 76 incidents last year during the same time duration.

- 3 Drug/ Narcotic Violations
- 1 Drug Equipment Violations
- 4 Driving Under the Influence
- 11 Drunkenness
- 1 Family Offenses, Nonviolent
- 47 All Other Offenses





**Major Crimes Statistics** (*Combining Crimes Against Persons & Property Crimes = Major Crimes*)

Month of May 2012, the Town of Altavista Community experienced 16 incidents or 6.67 % increase in Major Crimes compared to 15 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 54 incidents or a 49.1 % decrease in Major Crimes compared to 106 incidents last year during the same time duration.

The above statistics depict "Shopliftings" (primarily from Wal-Mart) as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

**CALLS FOR SERVICE** - May 1, 2012 thru May 31, 2012

The Altavista Police Department was dispatched to 312 Calls for Service or a 5.5 % decrease compared to 330 C.F.S. last year during the same time duration.

**CALLS FOR SERVICE** - January 1, 2012 thru May 31, 2012- Y. T. D.

The Altavista Police Department was dispatched to 1507 Calls for Service or a 10.8 % decrease compared to 1690 C. F. S. last year during the same time duration.

**CRIMINAL ARRESTS EXECUTED** - May 1, 2012 thru May 31, 2012

The A.P.D. executed 16 criminal arrests or 11.1 % decrease compared to 18 criminal arrests last year during the same duration.

**CRIMINAL ARRESTS EXECUTED**- January 1, 2012 thru May 31, 2012 Y. T. D.

The A.P.D. executed 70 criminal arrests or 30 % decrease compared to 100 criminal arrests executed last year during the same time duration.

**TRAFFIC CITATIONS ISSUED** - May 1, 2012 thru May 31, 2012

The A.P.D. issued 24 traffic summonses or a 29.4 % decrease compared to 34 traffic summonses issued last year during the same time duration.



### **TRAFFIC CITATIONS ISSUED** - January 1, 2012 thru May 31, 2012 Y. T. D.

The A.P.D. issued 139 traffic summonses or a 41.6 % decrease compared to 238 traffic summonses issued last year during the same time duration.

### **TRAFFIC WARNING CITATIONS ISSUED** - May 1, 2012 thru May 31, 2012

The A.P.D. issued 10 traffic warning citations to adults and 0 traffic warning citations to juveniles during the month of May.

### **TRAFFIC WARNING CITATIONS ISSUED** - February 1, 2012 thru May 31, 2012

The A.P.D. issued 48 traffic warning citations to adults and 4 traffic warning citations to juveniles year to date.

### **OFFICER OF THE MONTH – May, 2012**

Officer A.S. Earhart is named Altavista Police Department's Officer of the Month for May 2012. During the month Earhart has made numerous traffic and criminal arrests. Earhart also makes contacts within the community and forwards the department's community oriented policing goals. In addition as the departments K-9 handler Earhart does narcotics interdiction and assists with searches and tracking. Earhart is a dedicated member of the department and we look forward to his continued service to the community.

### **PERSONNEL TRAINING**

Sixty-two (62) hours of training were afforded to police personnel during the month of May 2012. Blocks of instruction pertained to the following training subjects: Canine Training, Case Law Training, (C. E. R. T.) Citizen Emergency Response Team Training and General in-service training.

### **INVESTIGATIONS CALL OUT**

Detective Haugh was called out on five (5) separate occasions to investigate crimes after normal work hours during the month of May.

### **WHAT'S NEW**

The Police Department is partnering with the Campbell County Vocational-Technical Center to host a summer law enforcement program for students in August. We will be providing instructors for this program.



**Property Crimes has decreased 63.10 % for this year compared to last year during the same time period. Quality of Life Crimes has decreased 11.84 % for this year compared to last year during the same time period. *Normally jurisdictions may experience a 1%-5% increase in crimes during the warmer months. I commend every Altavista Police Officer for their outstanding performance and dedication to duty. (Chief Clay Hamilton)***

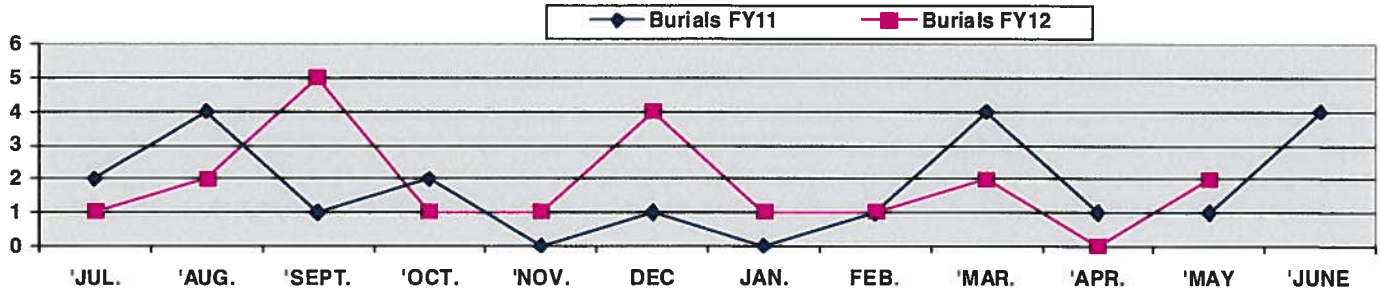
**Arrests relating to Property Crimes and Quality of Life Crimes are significantly down year to date. This can be attributed to the following efforts by the police department: increased directive patrols in areas that have previously experienced crimes and increased partnerships with the citizens of Altavista through community policing initiatives.**

**Traffic summonses are significantly down year to date. This can be attributed to radar trailer deployment in areas where the department has received complaints of traffic problems and the issuance of traffic warning citations.**

***Information compiled for this report was taken from the Altavista Police Department's Monthly Report.***

## CEMETERY

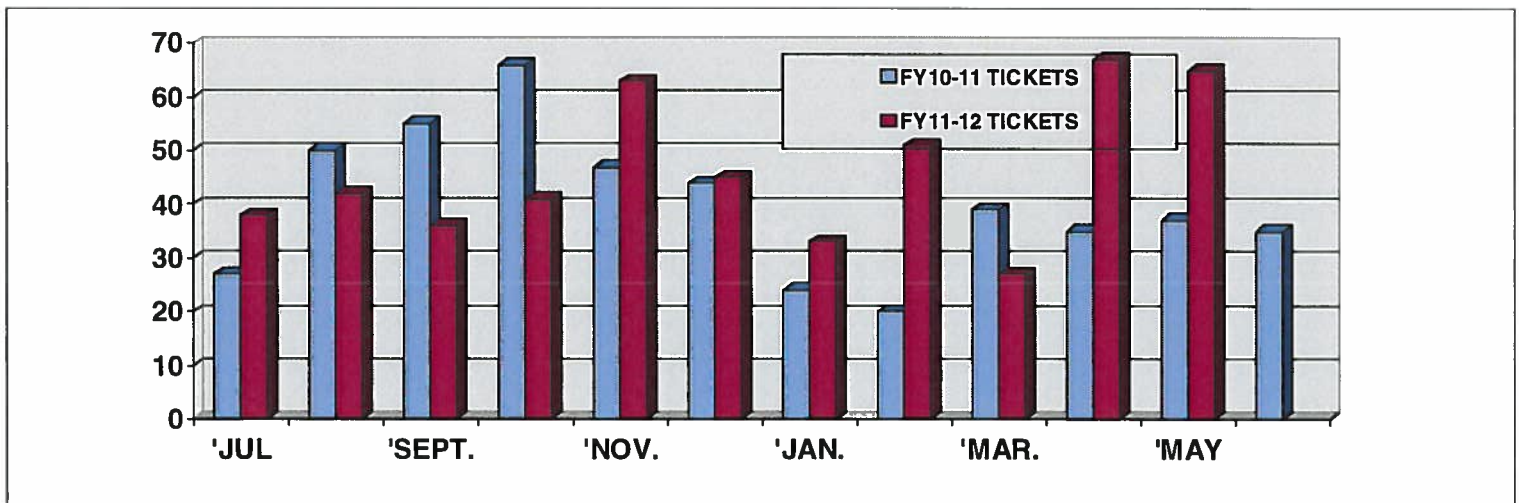
### ❖ BURIALS: 2



## Buildings & Grounds Maintenance

### ❖ PARKS: Park Duty began April 1, 2012

### ❖ MISS UTILITY TICKETS (65)



## REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 97.86 tons.
- ❖ Total brush stops for the month. (174) Stops
- ❖ Total special pickup tonnage for the month 9.01 tons. (121) Stops
- ❖ Total weekend truck tonnage for the month 2.54 tons. (2) Trucks

## SEWER & WATER

- ❖ Sewer (Video): Page 10 (368'/50'/1-Manhole), (370'/2-Manholes), Page 5 (275'), 807 13<sup>th</sup> St. (435'), Page 11 (397'/2-Manholes).
- ❖ Sewer (Clean): Page 10 (312'/2-Manholes), (275'/2-Manholes), Amherst Ave. (930'/ 4-Manholes), 807 13<sup>th</sup> St. (435'/35'), Page 11 (495'/2-Manholes).
- ❖ Sewer (Root Cutting): Page 5 (212')
- ❖ Sewer (Repair): Main St. (Ross Labs), Amherst Ave. (Columbia Gas), W.W.T.P., Riverview Dr. (Frame and Cover), 1201 Amherst Ave. (Columbia Gas).
- ❖ Sewer (Maintenance): 2119 Laurel Lane and 2084 Shady Lane.
- ❖ Sewer (Blockage): 807 13<sup>th</sup> St., 1010 7<sup>th</sup> St.
- ❖ Sewer (Install) Cleanout: 1010 7<sup>th</sup> St.

Total Linear Footage (Video): 1,895' / 5 Manholes

Total Linear Footage (Clean): 2,482' / 10 Manholes

Total Linear Footage (Root Cutting): 212'

### Emergency Overflow Pond - PCB Remediation

152.50 Reg. Hrs. / 3.50 Overtime Hrs.

- ❖ Water (Repair): 107 River Rd., Amherst Ave., 122 Northgate Rd., 901 Amherst Ave., 1912 Tabby Lane, 1701 Bedford Ave., 1720 Eudora Lane, 1100 Bedford Ave., 702 13<sup>th</sup> St., Pittsylvania Ave. (Bridge for raw water line).
- ❖ Water (Maintenance): 805 Lola Ave. and 1303 Main St.
- ❖ Water (Misc.): 914 9<sup>th</sup> St.

## STREET MAINTENANCE

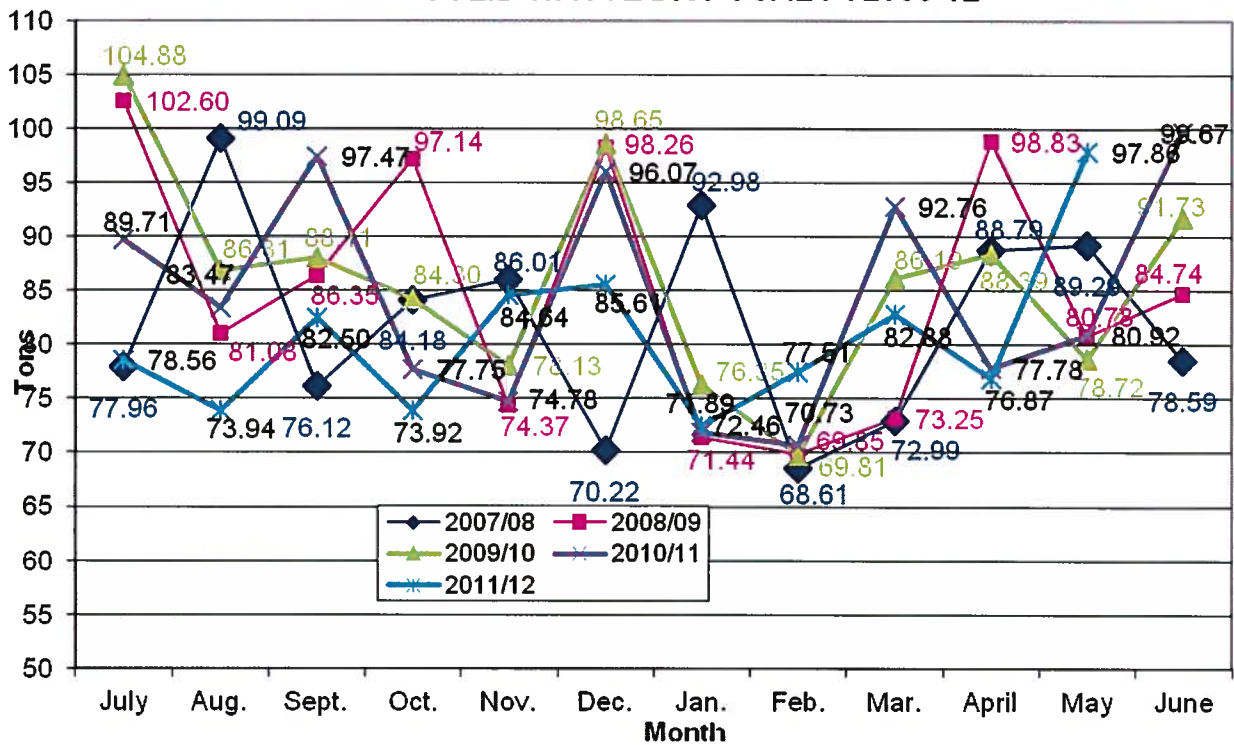
- ❖ Weekly Street Sweeping: Town of Altavista (55) Miles
- ❖ Bags of Litter (107)
- ❖ Weed Control Chemical-Gallons  
(9) Streets, (110) Hwy, (26) Sidewalks, (3) Cemetery, (80) Armory

## TRAINING

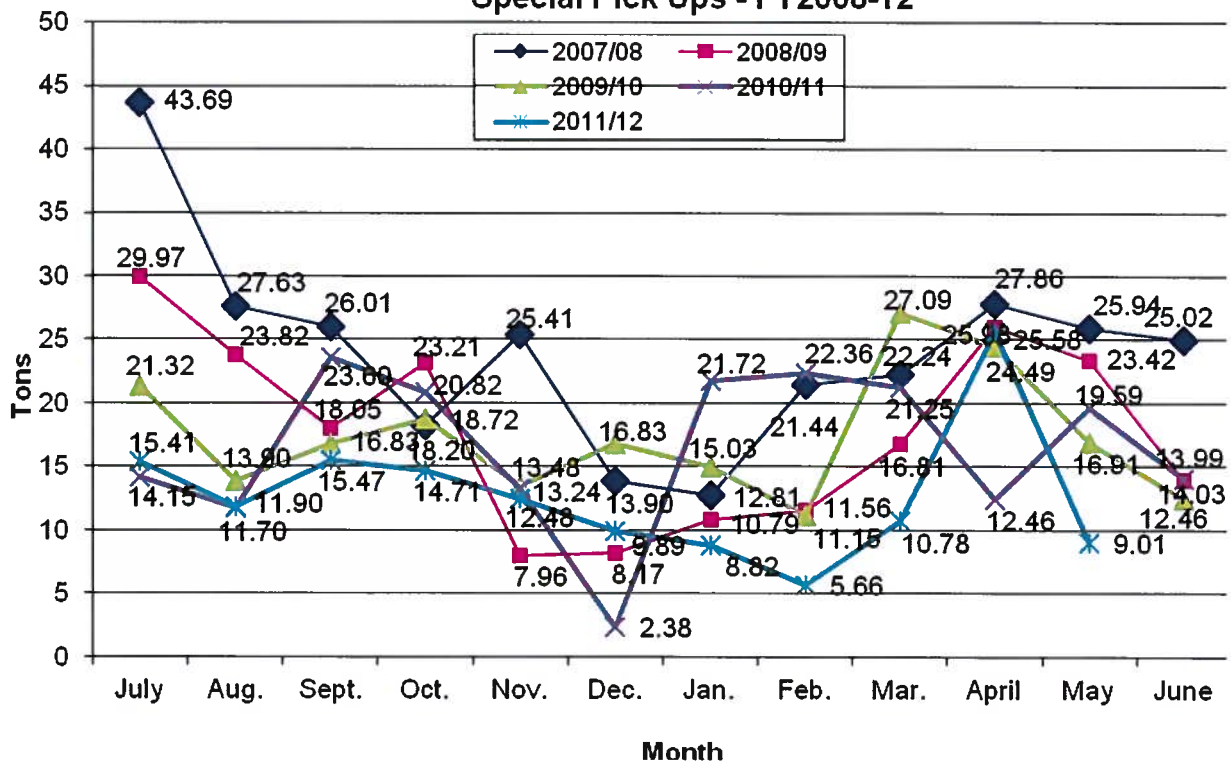
Health Wise Series Nutrition and Fitness – All Public Works Employees  
Columbia Gas Seminar – Utilities – Jeff Arthur



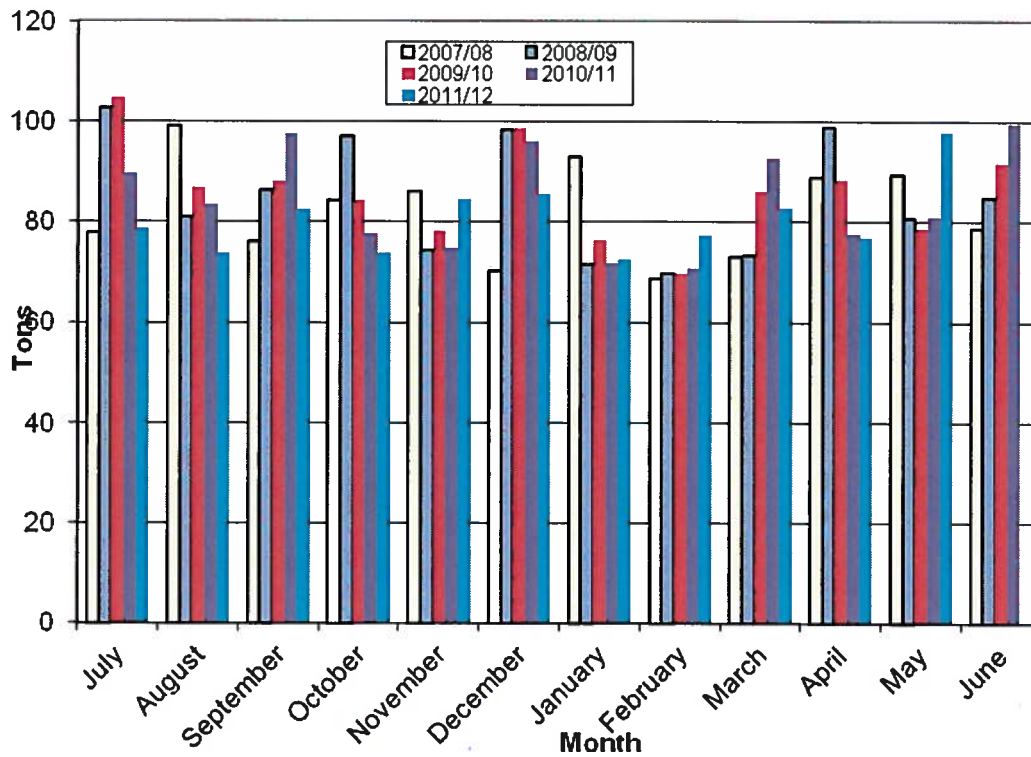
### Town of Altavista - Public Works SOLID WASTE DISPOSAL FY2008-12



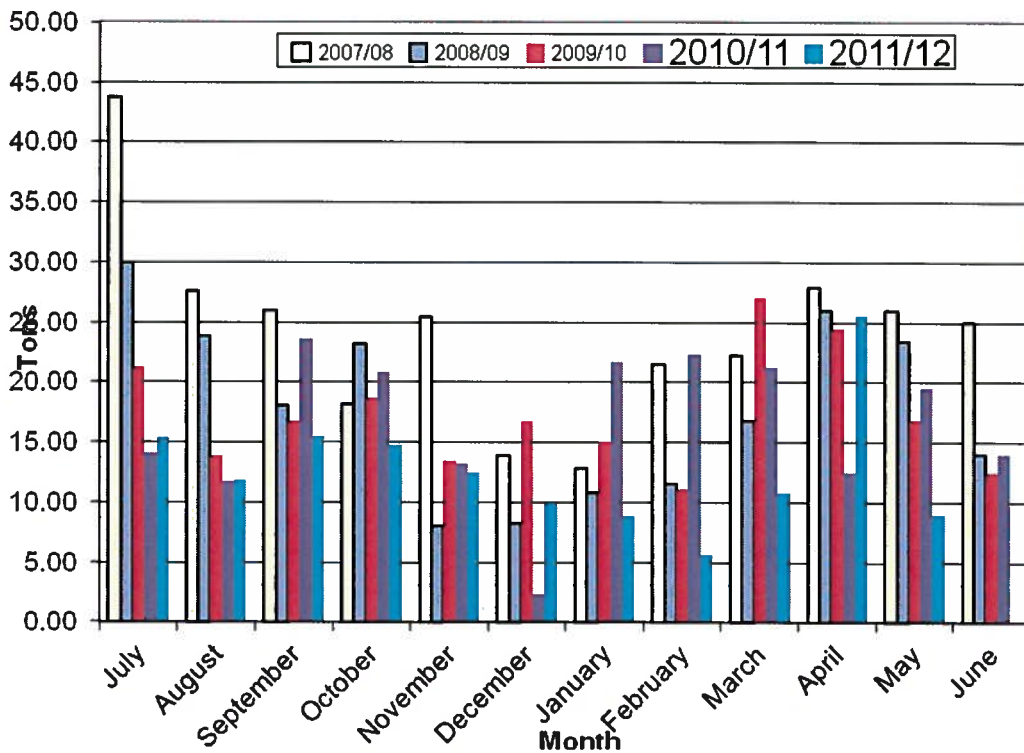
### Town of Altavista - Public Works Special Pick Ups - FY2008-12



### Solid Waste Comparison

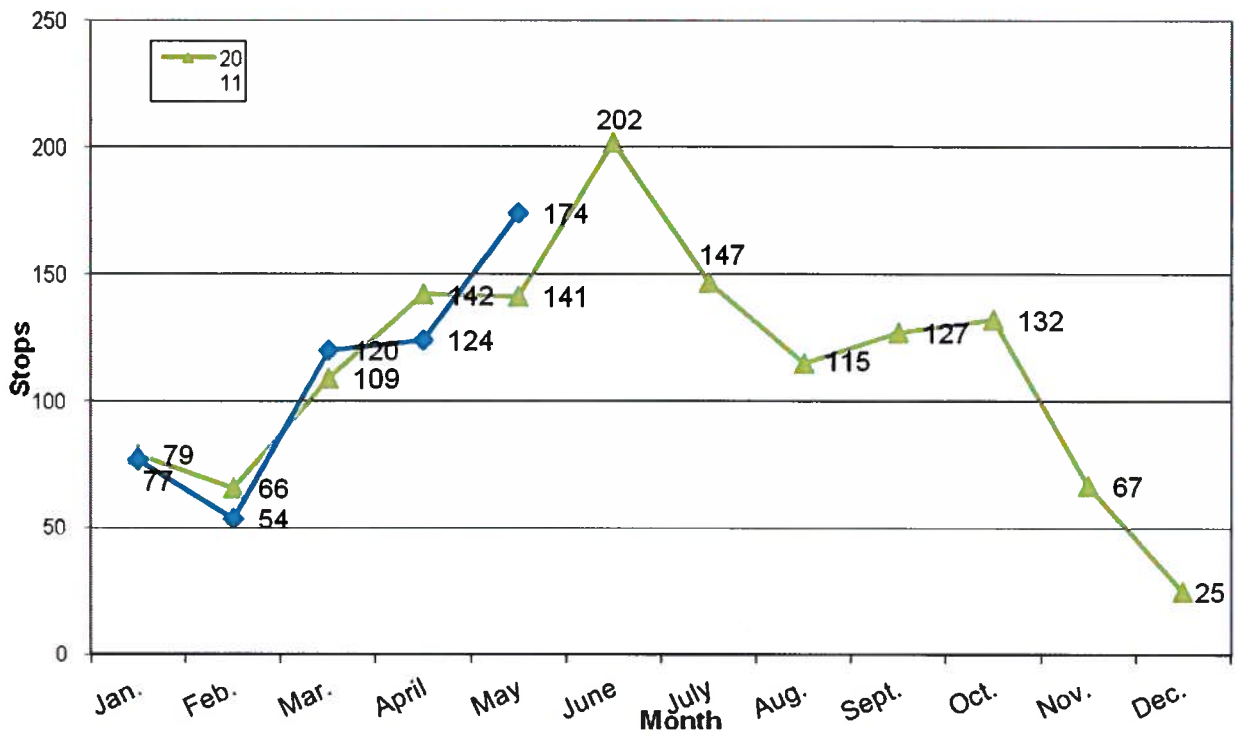


### Special Pick Up Comparisons

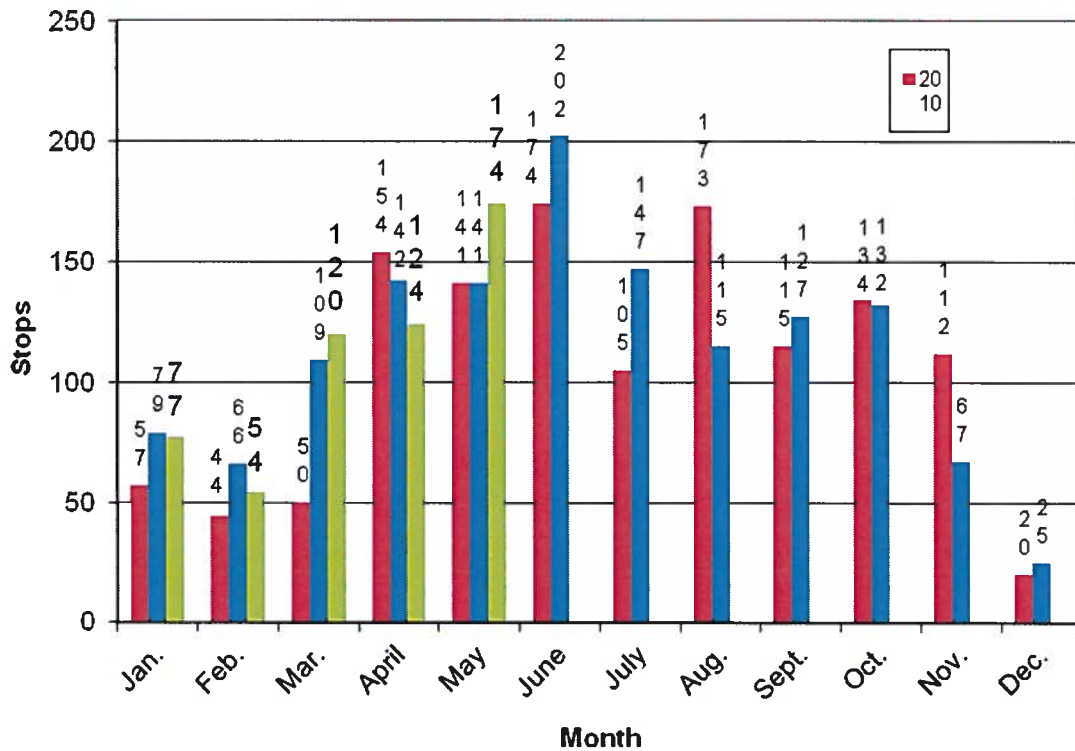




### Town of Altavista - Public Works Brush Pick Ups



### Brush Comparison



# WASTEWATER

## May 2012

### SUMMARY

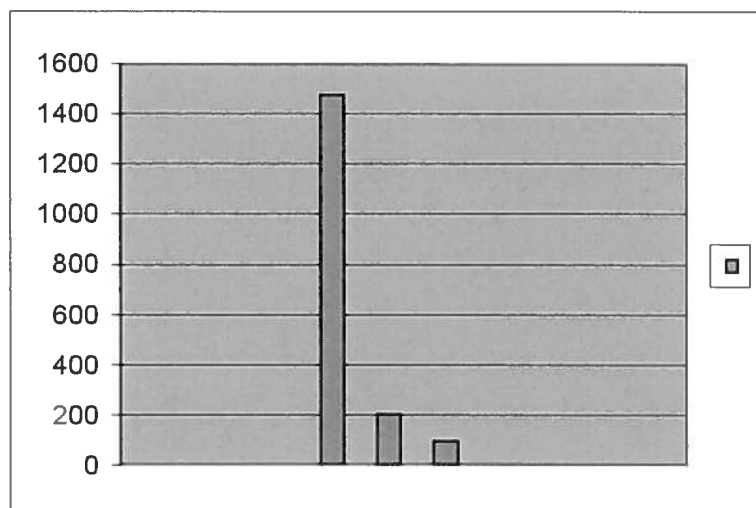
- Received replacement pickup truck for Operators / Maintenance
- Repaired #1 grit classifier
- Public Works Dept. installed test pad for Bio-remediation
- Dr. Licht installed tree clippings for Bio-remediation test in EOP
- Employee out on medical leave
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 245 wet tons of sludge processed
- Treated 54.26 million gallons of water

## MAY 2012

**1474 Man Hours Worked**

**200 Sick Leave**

**92 Vacation Hours**



# Transportation Department Monthly Report-FY2013

October 1, 2011 through September 30, 2012

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
October	805	34	3,631	\$ 401.00
November	849	37	3,601	\$ 351.00
December	1,076	46	3,995	\$ 500.00
January	813	35	4,028	\$ 413.00
February	875	38	3,914	\$ 476.00
March	983	40	3,856	\$ 428.50
April	872	38	3,685	\$ 462.50
May	1,028	41	4,010	\$ 472.00

**Total YTD** 7,301 38 30,720 \$ 3,504.00

<u>Comparison FY2012</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
Jan-11	391	208%
Feb-11	590	150%
Mar-11	481	204%
11-Apr	495	176%
May-11	551	186%